

CHAPTER 1

INTRODUCTION

SECTION A GENERAL

1. **Authority.** Department of Defense **Directive** 4140.1, subject Materiel Management Policy, 4 January 1993, (reference a) prescribes publication and use of this regulation.

2. **Purpose.** This regulation provides DoD policy for the transportation and movement of materiel. MILSTAMP prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DoD Components and other U.S. Government Agencies/civil authorities, and users of the Canada-United States Integrated Lines of Communication (**CANUS-ILOC**) in the transportation and movement of materiel to, within, and beyond the Defense Transportation System (**DTS**). ***The DTS is that portion of the Nation's transportation infrastructure that supports Department of Defense transportation needs in peace and war. The DTS consists of those common-user military and commercial assets, services, and systems organic to, contracted by, or controlled by the Department of Defense.***

3. Scope and Amicability

a. This regulation applies to the Army, Navy, Air Force, Marine Corps, DLA, Coast Guard, GSA, ***USTRANSCOM and its transportation component commands (TCCs)***, and other activities/Agencies using the DTS.

b. MILSTAMP applies to all shipments entering the DTS. Some portions of **MILSTAMP** such as the codes and data elements it contains and intransit data reporting are also used for **non-DTS** shipments.

c. Requests for deviations or exceptions to this regulation must be processed through the DoD MILSTAMP System Administrator for approval or waiver.

d. All material transported during activation or exercise of the **CANUS-ILOC** will be documented in accordance with **MILSTAMP** as prescribed in reference y.

4. **Exclusions.** There are no exclusions from MILSTAMP data/documentation requirements for shipments entering the DTS. Some shipments which might logically fit the description of movement in the DTS are instead covered by Service or Agency regulations. Those DTS like shipments not covered by MILSTAMP are:

a. Coal and petroleum products shipped in bulk.

b. Special Assignment Airlift Missions (**SAAM**).

c. Marine Corps tactical unit movements by exclusive-use surface transportation under special arrangements between the WCA, the MSC, and the Marine Corps.

d. Annual resupply projects not entering the DTS.

5. Policy

a. MILSTAMP policy is designed to facilitate the exchange of **logistics** data between Services and Agencies. Deviations or exemptions will not be approved unless the user establishes that **MILSTAMP** does not provide workable methods or procedures. **MILSTAMP** accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the **MILSTAMP** Administration Office and **all** Agencies concerned **will be** advised. **MILSTAMP** users involved **in the** development **of** advanced **logistics** systems will establish liaison with the DoD **MILSTAMP** System Administrator. In addition, Service and Agency mobility plans will recognize **MILSTAMP** documentation requirements.

b. Maximum use is made of ADPE, DSN, **EDI**, and the DDN to speed the exchange of MILSTAMP data. Services, Agencies, and theater commands establish **COMRIs** for clearance authorities, terminals, and related activities requiring **MILSTAMP** data. Telecommunication precedence for transmitting **MILSTAMP** data are determined from the MILSTAMP Telecommunications Guide in figure I-A-I.

c. **MILSTAMP** documents are not classified unless the sponsoring Service assigns a **security** classification in accordance with DoD 5200.1-R (reference b); GSA will use ADMP 1025.2, (reference c). When so classified, the integrity of the classification is protected within the DTS. Classified cargo will be protected in accordance with procedures prescribed by references b, c, and other applicable regulations. When considering major modifications to existing or development of new transportation data/documentation and related information systems, it must be recognized that the movement of personnel and materiel is the prime consideration and necessary data transmittal should not be an impediment to that effort. For the near term, any effort to provide transportation data/documentation and related information systems with classification protection must be limited to minor modifications and altered procedures that remain within and can be accommodated by existing transportation systems. For the longer term, Service unique and DoD transportation systems undergoing development or enhancement must recognize the **importance** of **security** implications.



MILSTAMP Telecommunications Guide

Document identifier	Name	DDN content indicator code ¹	TP	Telecommunications precedence for normal operations	Telecommunications precedence during minimize
T_(0-9)	TCMD from shipper to the clearance authority	KAZ (surface) KBZ (air)	1-3	O	O
T_(A-I)	Air manifest	KBZ	1-3	P	P
T_(J-R)	Ocean manifest	KAZ	1-3	P	P
	Cargo traffic message	—	—	P	P
TK_	Intransit data	KCZ	1-3	R	Mail
	CORM		—	R	Mail
TM_	Tracer actions	KAZ (surface) KBZ (air)	3 1-2	R P	R P

Figure I-A-I

¹Prefix with the one position **DDN** activity indicator for telecommunications.

²Telecommunications precedence: O = Immediate, within 1 hour; P = Priority, within 4 hours; R = Routine, within 8 hours; and Mail= Regular mail service.

SECTION B. ADMINISTRATION

1. MILSTAMP Maintenance Responsibilities

a. The **Defense Logistics Management Standard Office (DLMSO)** DoD MILSTAMP System Administrator administers MILSTAMP in accordance with the policy guidance of the **ADUSD(L/TP)**. The DoD MILSTAMP System Administrator

(1) Performs analysis and design **functions** in coordination with the Services/Agencies.

(2) Recommends system improvements and additional policies as required.

(3) Ensures telecommunications involvement during planning.

(4) Resolves issues **concerning** procedural matters within 90 days after **receipt of** all comments from DoD Components. When the issues involve a policy or resource determination, the DoD MILSTAMP System Administrator refers them to **ADUSD(L/TP)** for decision. The referral includes the comments and position of the DoD Components along with recommendations of the System Administrator.

(5) Develops, publishes, and maintains this regulation in a current status. This includes responsibility to:

(a) Evaluate and coordinate change proposals with the Services/Agencies and furnish a copy of all change proposals to the **ADUSD(L/TP)**.

(b) Disseminate to Services/Agencies and the **ADUSD(L/TP)** a quarterly status review of all change proposals which have not yet been approved for publication.

(c) Assure compatibility of MILSTAMP procedures with those of the other DLSS and related DoD logistics task groups, prior to final coordination with the Services/Agencies.

(d) Report to the **ADUSD(L/TP)** the findings and recommendations of evaluations and staff assistance visits along with comments of the effected DoD Components.

(6) Reviews and coordinates with **Services/Agencies** all requests for system deviations and exemptions and makes recommendations to the **ADUSD(L/TP)** based on analysis of the justification submitted by the requester.

(7) Establishes and chairs a MILSTAMP Focal Point committee of Service/Agency representatives. This **committee** participates in the development, implementation, and maintenance of the system. The DoD MILSTAMP System Administrator convenes **focal point** committee meetings at least **quarterly** and issues minutes of these meetings. Meeting schedules and agenda items are announced 30 days in advance, when possible. The minutes of these meetings fully document the proceedings and a copy is provided to each Service/Agency by the chairman.

b. Heads of participating Service/Agencies, **USTRANSCOM and its sponsored components** will:

(1) Designate an office of primary responsibility for MILSTAMP to **serve** as the system focal point and identify by name to the **DoD MILSTAMP System Administrator** a primary and alternate focal point

representative for the **MILSTAMP** Focal Point committee. The focal point responsibilities are detailed in paragraph B.1 .c.(2).

(2) Provide representation to joint system design and development efforts and onsite evaluations of MILSTAMP.

(3) Assure that all operating activities under their jurisdiction comply with this regulation.

(4) Report to the DoD MILSTAMP System Administrator, through their focal point, those problems, violations, and deviations which arise during system operations.

(5) Develop and maintain TACS in accordance with DoD 4500.32-R, volume II; monitor TAC application by shippers to ensure compliance, and resolve questionable, erroneous, or missing TAC applications within 5 working days of notification by the **TCC** that a TAC is questionable, erroneous, or missing. Resolution of TAC errors is applicable to CONUS outbound shipments only.

c. **MILSTAMP** Focal Points:

(1) The following **offices** have been designated as focal points for MILSTAMP:

DoD MILSTAMP System Administrator

Director
Defense Logistics Management Standards Office
ATTN: DLMSO-MM
6301 Little River Turnpike,
Suite 230
Alexandria, VA 22312-3508

Army

Commander
U.S. Army Materiel Command
ATTN: AMCLG-SD
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy

Commander, Naval Supply Systems Command
AITN: SUP 44A3
1931 *Jefferson Davis Highway*
Arlington, VA 22241-5360

Air Force

Commander
Air Force Materiel Command
ATTN: LSO/LOTP
4375 Chidlaw Road, Suite 6
Wright Patterson AFB, OH 45433-5006

Marine Corps

Commandant
Headquarters, United States Marine Corps
2 Navy Annex
ATTN: LFT-1
Washington, DC 20380-7775

Coast Guard

Commandant
U.S. Coast Guard Headquarters
2100 Second Street, **SW**
ATTN: G-ELM-2
Washington, DC 20593-0001

General Services Administration

General Services Administration
Federal Supply and Services
ATTN: FSDW
Washington, DC 20406

Defense Logistics Agency

Director
Defense Logistics Agency
ATTN: **MMDTT**
Cameron Station
Alexandria, VA 22304-6100

United States Transportation Command¹

Director,
U.S. Transportation Command
ATTN: **TCJ3/J4-LTF**
508 Scott **Drive**
Scott AFB, IL 62225-7001

(2) The Services'/Agencies', **USTRANSCOM and Transportation Component Command** focal points²:

(a) Serve on the focal point committee. Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DoD policy.

(b) Assure continuous liaison with the DoD MILSTAMP System Administrator and other Services/Agencies.

(c) Evaluate "all suggested system changes and system-related beneficial suggestions originating in that Service/Agency. When the suggestion **is** worthy of adoption, the focal point submits it as a change proposal to the DoD **MILSTAMP** System Administrator as outlined in paragraph **B.2.a**. The originating Service/Agency focal point, in accordance with **DoDI** 5120.16 (reference d), determines awards for those

¹ **DoDD 5158.4 dated 8 Jan 93 assigns mission responsibility of Military Traffic Management Command (MTMC) of the Department of the Army, the Military Sealift Command (MSC) of the Department of the Navy, and Air Mobility Command (AMC) of the Department of the Air Force to USTRANSCOM and will henceforth from this date forward be considered the sponsor for these individual commands.**

² **As stated in footnote 1, USTRANSCOM, the component sponsor for MTMC, MSC and AMC, has the responsibility for performing the focal point functions outlined in this section. These individual commands must coordinate all MILSTAMP proposals through USTRANSCOM prior to submission to DLMSO. If DLMSO receives a proposal from any of these commands that has not been submitted by or coordinated with USTRANSCOM, the proposal will be returned to the originator.**

suggestions which are coordinated as proposed system changes. Suggested changes received directly by the DoD MILSTAMP System Administrator are forwarded to the appropriate focal point for review and evaluation.

(d) Submit recommended change proposals to the DoD MILSTAMP System Administrator in the format prescribed in paragraph **B.2.a**.

(e) Develop and submit to the DoD MILSTAMP System Administrator a single, coordinated position on all proposed changes within the specified time (normally 60 days).

2. Administering Changes to the System

a. **MILSTAMP** Focal Points will submit to the DoD MILSTAMP System Administrator recommended change proposals providing minimum information prescribed by DoD **Directive** 4140.1 (reference . a). Proposed changes will contain:

(1) A description of the concept being proposed and reasons for the proposal.

(2) Known interface and impact requirements identifying changes for coordination with other DLSS or non-DLSS logistics systems.

(3) A statement identifying known advantages and disadvantages of the proposed revision.

(4) Proposed wording required for the **MILSTAMP** regulation.

b. The DoD **MILSTAMP** Administrator

(1) Staffs proposed changes.

(a) All proposed changes are evaluated by the Administrator prior to staffing with the Services/Agencies. The evaluation of a proposed change includes, but is not limited to, the necessity, accuracy, validity, and urgency of the change. **Benefits** may be monetary savings and/or improved mission performance. Proposals which do not demonstrate significant inter-Semite/Agency **benefit** are returned to the originating Service/Agency. Proposals which do demonstrate significant benefits are formalized and **forwarded** to **ADUSD(L/TP)**, the participating Semites/ Agencies, and the DoD System Administrators of other DoD systems impacted by the proposed change. When applicable, the proposed change includes the information provided in paragraph **B.2.a**.

(b) PMCLS are consecutively numbered and normally request the Services/Agencies to provide a response within 60 days. The DoD **MILSTAMP** System Administrator must be notified prior to the due date if it cannot be met. The notification must justify the late response. Responses will indicate the implementation **leadtime** as requested in the PMCL.

(2) Receives and evaluates Service/Agency responses as outlined in paragraph **B.1.a**.

(3) Establishes and disseminates implementation dates. Following resolution of the Service/Agency comments as outlined in chapter 1, paragraph **B.1 a.(3)**, the DoD MILSTAMP System Administrator prepares and distributes to the Service/Agency MILSTAMP Focal Points an approved letter indicating the implementation date. An interim change message is provided to implement changes of operational necessity.

c. The **ADUSD(L/TP)**:

(1) Resolves issues concerning resources, policy, and requests for deviation or exemption from MILSTAMP which are submitted by the DoD MILSTAMP System Administrator.

(2) Directs changes when **necessary** to implement DoD policy and directs the implementation of urgent changes on a priority basis.

(3) Resolves with Service/Agency Heads matters escalated by the DoD MILSTAMP System Administrator.

3. Publication of the Regulation

a. The regulation consists of two volumes:

(1) Volume I contains the published DoD doctrine and establishes responsibilities, instructions, and procedures essential for exchanging transportation data/documentation on shipments moving by the DTS.

(2) Volume II contains instructions and procedures for determining and applying the TAC of the sponsoring Service or Agency.

b. The basic publication consists of chapters, sections, paragraphs, figures, and appendices.

(1) Chapters, Sections, Paragraphs, and Figures:

(a) Each chapter is divided into sections, paragraphs, and subparagraphs. The numbering system identifies the appropriate section followed by the applicable paragraph number in the chapter. Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic.

(b) Pages and figures are numbered in a separate series for each section within each chapter and are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the number of the chapter and letter of the section, e.g., chapter 2, section A, page 2 is numbered 2-A-2. Chapter 2, section B, figure 6 is numbered 2-B-6. Each figure follows the text of each chapter; e.g., figure 2-B-1 follows the text of chapter 2, section B; figure 3-C-1 follows the text of chapter 3, section C, etc.

(2) Appendices:

(a) Each appendix is divided into paragraphs and subparagraphs. The numbering system identifies the appropriate paragraph number in the appendix. Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic.

(b) Pages and figures are numbered in a separate series for each appendix. They are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the letter of the appendix, e.g., the second page (or figure) of appendix C is numbered C-2.

c. Publication of Changes:

(1) AMCL and interim changes (IC) are published by the DoDMILSTAMP System Administrator as required. **AMCLs** are numbered consecutively as AMCL 1, 2, 3, etc. **ICs** indicate the formal

change in which it will be published and are numbered consecutively. For example, **ICs** for formal change 1 are numbered 1-1, 1-2, 1-3, etc. All **ICs** remain in effect until incorporated into formal changes to the regulation. **ICs** are normally distributed by the DoD **MILSTAMP** System Administrator via AIG 4563 messages to Service/Agency focal points. Each Service/Agency is responsible for worldwide distribution of the changes by appropriate means within its own organization.

(2) Formal changes are published twice a year with dates of 1 **February** and 1 August and incorporate those **AMCLs/ICs** with implementation dates prior to the 1 February/1 August publication date. They are numbered consecutively and issued as full page insertions to this regulation. These changes indicate the change number on each page. If the changes alter the normal page number sequence, an explanation is included in the formal change cover letter. Changes are indicated by bold italic type.

d. Supplementation. This regulation will not be supplemented by Services/Agencies.

SECTION C. IMPLEMENTATION

1. **Major Implementing Elements.** Several functional elements have specifically defined roles in the implementation of the various MILSTAMP requirements and procedures. These elements are separated by areas of primary interest.

2. **USTRANSCOM:**

a. *Provides air, land, and sea transportation for the Department of Defense, both in time of peace and time of war.*

b. *Is the Department of Defense single manager for transportation, other than Service-unique or theater-assigned transportation assets.*

c. *Is the component sponsor for MTMC, MSC, and AMC and has the responsibility for performing the MILSTAMP focal point functions outlined in section B of this chapter.*

3. **Transportation Component Commands (TCCs)**

a. The MTMC:

(1) Provides CONUS traffic management **service** to Services and Agencies.

(2) Operates and manages common-user **military** water terminals in CONUS and at selected overseas locations.

(3) Receives, processes, and forwards cargo transiting terminals it operates or manages.

(4) Establishes **OCCAs** in CONUS and overseas to provide **surface export** cargo traffic management (**WCA**), ocean carrier selection, and cargo booking; develops instructions for their operation based on data input requirements and output products prescribed in this regulation; and designates OCCAs in appendix J.

(5) Provides **recoopering**, remarking, repacking, documentation, and similar **services** as required for cargo in transit.

(6) Provides to a Service or Agency designated activity required receipt and lift data for shipments moving by water through terminals it operates or manages.

(7) Disseminates information to theater commands regarding SEAVAN tenders for delivery of retrograde cargo to CONUS inland destinations.

(8) Maintains full and complete statistical records concerning **surface traffic** moving in the **sealift** system through terminals it operates or manages.

(9) Performs after-the-fact analyses on a continuing basis of the origins, flow patterns, operational procedures, **growth** trends, etc., for each segment of the international movement of DoD cargo and prepares reports **covering** these analyses for submission to **ADUSD(L/TP)** at least semiannually. Such reports are accompanied by copies of the concurrences or comments of the Services and Agencies.

(10) Provides Services and Agencies with reports of late or missing and inaccurate **TCMDs**.

(11) Advises overseas commands, WCAS, **OCCAs**, and sponsoring Services of anticipated workload surges **resulting** from political decisions, natural disasters, strikes, local or national regulatory action, or other actions which may affect normal traffic flow.

(12) In addition to the aforementioned responsibilities, MTMC is responsible to **DLMSO** in performing the following:

(a) In coordination with the DoD **MILSTAMP** System Administrator, be responsible for **conducting** periodic evaluations to determine system effectiveness and for conducting annual staff assistance visits of selected system segments, in order to determine compliance with prescribed **MILSTAMP** system requirements; also furnish clarification and uniform interpretation of the requirements of the system. Members of the **MILSTAMP** focal point committee should be requested to participate in visitations for **activities** under their **Services'** cognizance.

(b) Report to the DLMSO the findings and recommendations of evaluations and staff assistance visitations, along with the comments of the DoD Components concerned.

(c) Review and evaluate curricula of DoD schools which offer courses related to the assigned systems and make recommendations to the DLMSO for improvement.

(d) Assist in solving problems, violations, and deviations which arise during system operations and report these to the DoD **MILSTAMP** System Administrator. Unresolved problems and/or continued violations will be referred by **DLMSO** to **ADUSD(LTP)** for resolution and/or corrective action.

(e) Maintain close liaison with the **carrier** industry to promote compatibility with commercial documentation systems.

(9) Assist in the joint development of automated systems with surface commercial carriers,

(g) Explore and make recommendations concerning improved communications channels.

(h) Continue **efforts** to simplify unit move procedures.

(i) Provide representation on designated task groups supporting **DLSS**.

(j) Serve as the DoD **MILSTAMP** System Administrator's key point of contact for **MILSTAMP** surface transportation systems development and design.

b. The MSC:

(1) Provides worldwide ocean transportation for **Services** and Agencies, as required.

(2) Processes ocean earner claims.

(3) Maintains statistical records concerning cargo moved through the common-user sealift system.

(4) Provides statistical data and/or summarized management reports on export and import cargo, as requested.

(5) Coordinates with **OCCAs** regarding available MSC controlled ship capability to meet sealift requirements.

c. The AMC:

(1) Provides airlift support for Services and Agencies, as required.

(2) Operates or arranges for operation of aerial ports and air terminals serving AMC channels flown by scheduled AMC aircraft.

(3) Receives, processes, and forwards air cargo entered into the airlift system.

(4) Assures cargo received for airlift has been cleared by the ACA, and refers uncleared shipments to the appropriate ACA.

(5) Provides recoopering, remarking, repacking, and similar services as required for cargo in transit.

(6) Provides receipt, and lift data on inbound and outbound cargo to the Services and Agencies, as required, within 4 hours of receipt or lift.

(7) Provides ACAS current capability information and timely reports covering aerial port tonnage onhand.

(8) Responds to sponsoring Service requests for special handling, tracing, diverting, or expediting movement of specific shipments.

(9) Maintains full and complete statistical records concerning air traffic moved through the airlift system.

(10) Provides statistical data and/or summarized management reports on export and import cargo as requested by **MTMC**, sponsoring services, **OJCS**, or **OSD**.

(11) Provides **Services** and Agencies with reports of late or missing **TCMDS**.

(12) Advises **MTMC**, **ACAS**, and the overseas routing authorities of anticipated workload surges resulting from political decisions, natural disasters, strikes, local national regulatory action, or other actions which may affect normal traffic flow.

(13) Evaluates carrier performance.

4. **Sponsoring Services.** The sponsoring services which authorize payment for the movement of material in the DTS will:

a. Designate **ACAS** and provide the DoD **MILSTAMP** System Administrator complete identification and location data for inclusion in **MILSTAMP**

b. Establish **COMRIs** to specifically identify the airlift clearance activity.

c. Establish air eligibility criteria.

d. **Provide consignment instructions**, when required.

e. Develop operating instructions based on the data input requirements and output products prescribed by this regulation.

f. Advise MTMC, AMC, MSC, and the overseas commands of anticipated workload surges which may result from political decisions, natural disasters, strikes, local or national regulatory actions, or other actions which may affect normal traffic flow.

g. Advise shipping activities of the deferred air freight (**TP-4**) program, cargoes selected for this service, and circumstances in which it may be used.

h. Designate an **ILCO** in appendix K with whom clearance authorities may coordinate on movements of FMS material in the **DTS**.

5. Theater Commanders. **Within** their respective theaters, commanders will:

a. Provide for airlift service, land transportation, and port operations both organically and commercially.

b. Establish clearance authorities for those terminals under their cognizance in coordination with the sponsoring Services and provide the DoD **MILSTAMP** System Administrator complete identification data for inclusion in **MILSTAMP**.

c. Develop instructions for theater clearance authority operation based on data input requirements and output products prescribed in this regulation.

d. Coordinate with MTMC for applicable operations.

e. Provide guidance on use of TP-4 service based on coordination with AMC and sponsoring Services.

f. Develop and maintain an SEAVAN monitoring system to provide management visibility of container movements from discharge to receipt and **unstuffing** by receiving activities and release of containers to carriers.

g. Advise MTMC and sponsoring services of anticipated workload surges resulting from political decisions, natural disasters, strikes, local or national regulatory actions, or other actions which may affect normal traffic flow.

6. **Joint Chiefs of Staff.** **Determines priorities and allocations** of lift when shipping requirements exceed lift capability. The DoD **MILSTAMP** System Administrator provides technical assistance to the Joint Transportation Board during national emergencies and contingencies.

7. **Users of the Canada-United States Integrated Lines of Communication (CANUS-ILOC).** The agreement of 8 Jun 79, the **General Technical Agreement** of 21 Apr 80, and various specific technical arrangements produced thereafter, are implemented through the Canada-United States Integrated Lines of Communication Joint Logistics Plan (reference y).

SECTION D. USE OF THE REGULATION

1. The chapters of this regulation are organized in the order normally occurring when a shipment is processed through the DTS; i.e., shipper, transshipper (including CCP, POE, POD, and **breakbulk** point) and receiver. While some shipments require different or more detailed data than others, the basic processing steps are similar. Definitions, acronyms, codes, and certain subject areas, such as those that apply to more than one segment of the DTS, are contained in the appendices. When applicable, the reference to the appropriate appendix is shown.

2. The steps necessary to process a shipment are listed at the beginning of each applicable chapter (chapters 2 -4) under the heading, “The **Shipper's** Steps in Making a **MILSTAMP** Shipment”, “**The CCP Steps in Processing a Transshipment**” and “**Receiver's Steps in Processing a Shipment.** ”